

NEIGHBORHOOD GRANTS ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To oversee and ensure compliance with HUD regulations and reporting requirements for existing and proposed programs; actively participate in all HUD related activities and provide technical expertise to other staff.

Supervision Received and Exercised:

Receives general supervision from Community Development supervisory and management staff

Essential Functions:

Duties may include, but are not limited to, the following:

- Drafts and coordinates the Consolidated and Annual Plans, including required community involvement, notices, publications and preparation of the final documents, transmission and coordination with the Department of Housing and Urban Development (HUD);
- Prepares a variety of records, forms, documents and reports for CDBG, HOME and related grant programs using IDIS and related systems to include financial reports, allocation reports, and annual reports for HUD, City Council and Community Development;
- Lead for all monitoring activities, including review and monitoring preparation of City programs, evaluating peer programs, sub recipients, consultants and program participates. Activities include but not limited to program monitoring for compliance with federal requirements and guidelines, payment review and authorization, cost estimating, design and work specifications, technical assistance, inspections and reporting;
- Assists in the administration of CDBG, HOME and related grant programs that may involve revitalization, redevelopment and housing initiatives;
- Assists in setting grant funding priorities, prepares planning documents, contracts and related agreements; completes applications and funding allocation documents;

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and performs ongoing budgeting and financial monitoring of federally funded activities;

- Assist in the planning, prioritizing, implementing and reviewing the work of staff involved in the administrative and day-to-day operation of the HUD funded programs;
- Represents the City and Community Development to government agencies, community groups, residents, professional organizations and business. Staffs boards, commissions, committees, consortiums and other groups as needed;
- Research, recommend and develop CDBG, HOME and related programs and projects that will revitalize commercial and residential properties;
- Assist in planning, implementing and evaluating revitalization programs regarding commercial façade improvements, neighborhood revitalization programs, home ownership, commercial and residential rehabilitations, slum and blight removal, public improvements, property acquisition, public services and economic development;
- Develops policy and procedure manuals for all grant programs, including reviewing and updating as required;
- Develops and maintains computer databases and record keeping for all grant programs and projects;
- Performs related duties as assigned

Minimum Qualifications:

Experience:

Requires the equivalent to three years in compliance, research and/or implementation of HUD regulations and guidelines regarding CDBG, HOME and related programs and funding.

Education:

Requires the equivalent to a Bachelor's degree from an accredited university or college with major course work in public or business administration, planning or degree related to the core functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

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Examples of Physical and/or Mental Activities:

- Operates computers, calculators and other office machines
- May require working extended hours
- Operate a city vehicle on an occasional basis

Competencies:

(Pending)

Job Code: 484

Status: Exempt / Classified

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